

**CITY OF CARLSBAD
FY 2016-2017 CDBG PROGRAM
FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- ☐ Board of Directors' resolution authorizing submittal of application (1 Copy)
- ☐ Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- ☐ List of Board of Directors (1 Copy)
- ☐ Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- ☐ Funding proposal application. (10 Copies, including attachments below)

Application form format is to remain as it is provided in Request for Proposal package. (There are to be no changes in size and type of font, or page numbering.)

Application is not to exceed fifteen (15) pages total, including attachments A and B below. (Pages included after the first 15 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Organizational chart
- ✓ Attachment B Resumes of identified key personnel (Optional)
- ✓ Attachment C Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities.
- ✓ Attachment D Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation.

Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.

All proposals must be submitted unstapled and three hole punched.